



APPROVED

KITTERY PORT AUTHORITY

February 7, 2013 Meeting Minutes
Council Chambers, Town Hall

Members Present: Bob Melanson, Chairman, Barry Bush, Ray Grenier, Kelly Philbrook

Members Absent: Tom Smith, Dan Arbo

Staff: Harbormaster Mike Blake

The meeting of February 7, 2013 was called to order at 6:04 p.m.

1. Pledge of Allegiance

2. Minutes

Mr. Bush moved to accept the minutes of January 3, 2013 as corrected

Ms. Philbrook seconded

Motion carries unanimously by all members present

3. Budget Report

CIP Update (Bob Melanson) - \$1,300,000 has set aside for Town-wide capital improvements. Mr. Melanson briefly reviewed the individual Port Authority line items identified in the FY14 CIP. A Float and Ramp Program has been added to the CIP for ongoing repairs and maintenance, with \$20,000 allocated for this year for storm damage repair at the Town pier. Mr. Grenier asked about insurance coverage. The company does not cover 'acts of God'. Discussion followed regarding the upcoming dredge project and an additional project in 2015.

Year to Date Operating Income and Expense (Mike Blake)

There have been no expenses since last month; year to date revenue is over \$25,000, with 140 out of 460 mooring renewals received, approximately 25%. The harbor water usage fees have not been separately allocated as yet.

4. Harbormaster Segment

- Trash Removal: In discussions with DPW, prices have been received to reduce the cost of trash removal. The School Department and Town will be using Troiano for trash removal, and the KPA has received a quote of \$172 per month, about one-third the cost currently paid to Waste Management. Troiano will facilitate the changeover process, but a 60-day back-out with Waste Management is required. Currently, there is no separation of trash or savings with Waste Management. Troiano will set up separate containers for recycled products and trash on site.

Ms. Philbrook moved to enter into a contract with Troiano and terminate the existing contract with Waste Management.

Mr. Bush seconded

Motion carries unanimously by all members present

- Skiff purchase: A proposal for a 2004, used 16-foot Carolina skiff has been received by Marine Exchange for \$4,500. Discussion followed regarding the age of the motor and condition.

Mr. Bush moved to approve expending funds to purchase the skiff, subject to inspection with Ray Grenier of vessel and motor.

Ms. Philbrook seconded

Motion carries unanimously by all members present

- Harbormaster School in Castine coming up in March.
 - December 27 storm damage repairs are estimated to be complete by March 8, pending weather impacts.
 - Repairs and maintenance to existing Pepperrell Cove floats to begin in March when weather turns warmer, including fixing connectors holding floats together. Mr. Grenier offered to donate shackles for use by the Harbormaster.
5. Public Segment – For future meetings, this item will appear after the minutes.

Milton Hall:

- Workers Comp will rise when salary costs increase.
 - Federal Channel – A 2002 Department of the Army (ACOE) letter noted the Federal Navigational Program includes portions of the Piscataqua River Channel and Pepperrell Cove.
 - Conflict of Interest – The Port Authority needs to be aware of conflicts of interest and act accordingly.
 - Usage Fee – If an owner registers a boat out of town (ie. Augusta), how are harbor water usage fees collected? Mr. Melanson indicated that collecting those fees would be difficult.
6. Marinas Piers and Floats – No items to review.

7. Projects:

BIG Project - Baker Design Consultants (Barney Baker) and Peter Walsh (DPW)

Mr. Melanson asked if the NRPA and ACOE applications could be submitted prior to April 15, 2013. Mr. Baker said they would get these applications out as soon as possible. The Town Planner was unable to attend this meeting, and it is unclear at this time if Planning Board review is needed for this project.

Proposed:

- 80-foot gangway, ADA accessible;
- Pump-out station on main float; Grant includes pump-out, tank, and connecting facilities.
- Floats 16' wide and 30' long;
- Transient boat slips (5) located on east floats with Harbormaster boat to west of pier/float, with 6 additional mooring slips, and a shared dinghy system. Design allows for 26-foot boats or greater, though water-depth may preclude sailing boats. Ms. Philbrook asked what moorings would have to be moved to provide for these transient moorings.
- Utilities will include 30-amp pedestals. Mr. Grenier recommended 50-amp pedestals be available for larger boats, and consider wi-fi and cable connections. Discussion followed as to how the electrical connections and pedestals would be dismantled in the event of a storm.

Further review will be scheduled. Mr. Hall recommended public review and comment be scheduled as this is a town project. Mr. Walsh noted abutter notices will be sent and newspaper notices made. Ms. Philbrook noted her concern with the KPA's involvement in this project instead of having the Town or the DPW handle.

8. Correspondence & Comments

- Water Guides Update (Ray Grenier) – Consideration of advertising the proposed marina in the *Waterway Guide* or a similar publication for transient boaters. Mr. Melanson also suggested inclusion of any information on the new web site.
- Hoist Sign Off (Bob Melanson) – Complete.

- 105 9. Board Members – New & Old Business – No comment.
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107 10. Adjourn
108 Ms. Philbrook moved to adjourn
109 Mr. Grenier seconded
110 Motion carries unanimously by all members present
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112 KPA meeting of February 7, 2013 adjourned at 8:00 p.m.
113
114 Submitted by Jan Fisk, February 15, 2013